

Microsoft Word Level II

Take your Microsoft Word skills to the next level with our advanced training course. Learn how to automate tasks, create custom styles and templates, and efficiently work with long documents. By the end of this course, you'll be able to expedite your workflow and become more productive in your everyday Word usage.

Group classes in NYC and onsite training is available for this course. For more information, email hello@nobledesktop.com or visit: <https://www.nobledesktop.com/classes/word-level-2>



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Course Outline

Organizing Content Using Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document (Optional)

Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Using Templates to Automate Document Formatting

- Create a Document Using a Template
- Create a Template
- Manage Templates with the Template Organizer

Controlling the Flow of a Document

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns

- Link Text Boxes to Control Text Flow

Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

Using Mail Merge to Create Letters, Envelopes, and Labels

- The Mail Merge Feature
- Merge Envelopes and Labels